

PERMIT TECHNICIAN

NATURE OF WORK

This is highly responsible technical work reviewing residential plans and new service applications and reviewing and issuing building/construction permits and/or permits for water and sewer connections.

Work involves responsibility for the review of residential plans and for the review and processing of building/construction permit applications to assure adherence to specified standards and established policies and procedures. Work also includes interpreting and explaining codes, ordinances and regulations to construction contractors, architects, builders, property owners and the general public. An employee in this class works independently, but consults a technical or an administrative superior for advice and guidance on non-routine matters. General supervision is received from a technical or administrative superior.

EXAMPLES OF WORK PERFORMED

Reviews residential plans with builder and checks house, apartment or minor commercial alteration plans for code compliance and zoning requirements.

Reviews commercial plans submitted through Plan Trax for completeness; checks to see which inspector needs to review plan and tracks comments of inspector; informs builder or architect regarding comments.

Processes and issues permits to licensed Master Plumbers for water and sewer connections to City mains; computes prices for each permit signed according to size of service requested; itemizes permit fee and material charges on service order and processes an invoice with itemized charges.

Processes building, curb cut and sign permit applications, and various other permit applications; assists in the issuance of zoning permit applications according to established department policies and procedures.

Interprets and explains codes, ordinances, regulations, policies and procedures to construction contractors, architects, builders, plumbers, property owners and the general public; answers inquiries relating to building, plumbing and zoning codes and permit requirements.

Examines routine construction plans for proposed structures such as room additions, signs, walls or fences to determine compliance with pertinent building codes and zoning regulations; indicates changes and modifications needed to meet requirements.

Coordinates plan reviews, permit applications and requests with other departments to assure required approval has been granted; keeps contractors, developers and builders informed as to the status of the plans review and permit applications.

Performs research of records dealing with electrical, building, HVAC, plumbing, zoning and related codes; maintains records and files; prepares routine correspondence for technical superior.

Conducts field surveys as necessary to compile data for reports submitted to technical superior.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the materials, methods and practices used in building construction.

Considerable knowledge of building/construction codes and regulations, as well as structural safety requirements.

Considerable knowledge of zoning regulations and related ordinances.

Considerable knowledge of plumbing regulations and related ordinances.

Knowledge of legal procedures as related to municipal and county codes and ordinances.

Ability to read and interpret building construction plans and specifications.

Ability to establish and maintain effective working relationships with co-workers, contractors, plumbers, builders, architects, property owners, representatives from other agencies and departments and the general public.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training, or considerable experience in the building construction trade which includes reviewing plans or in the processing of plumbing permits.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in the building construction trade which includes reviewing plans or in the processing of plumbing permits; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

7/98

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